	Community Mental Health Grant Reviewer for RFA Criteria, Subcriteria Sheet RFA #HHS0004771			
Evaluator				
Respondent				

FORM / Question	Criteria	Weight	Score	Comments
FORM E	**Local Critical Gaps and Unmet Need (25%)**			
A	Described details about the critical gap and/or unmet need to be addressed; data supported the gap/unmet need identifies as the most critical; and provided a description of special populations impacted (if applicable). *SCORING GUIDANCE: An ideal response uses community data to clearly support the gap or need to be addressed and indicates that the respondent used data to prioritize the identified gap. The proposed gap does not better align with another HHSC behavioral health funding opportunity (TV+FA, HCC, MHGJII etc.), as described in the RFA as not prioritized for this funding opportunity. Any special populations described make sense in conjunction with the data provided and there are no special populations indicated by the data that are omitted.*	9%		
B	Prioritized which strategic plan gaps are to be addressed by the proposed project. *SCORING GUIDANCE: An ideal response indicates a prioritized selection of the strategic plan gap(s) that are most relevant to the community need identified. Each of the selected gaps are related to the need identified as opposed to committing to addressing all gaps regardless of community need.*	2%		
C	Described how community partners participated in prioritizing gaps and developing strategies in response to the identified gap and/or unmet need. *SCORING GUIDANCE: An ideal response indicates that the respondent actively engaged community partners (other service agencies, individuals with lived experience, other sectors, etc.) in prioritizing local needs as opposed to identifying the need as an agency in isolation. Response should indicate how feedback and engagement was sought from partners (ex. surveys, focus groups, existing community agendas, collaborative planning efforts, cross-agency meetings, etc.) Response should indicate how respondent and partners worked together to develop strategies and/or activities to be proposed as part of this application.*	9%		
D	Described the community or service area to be served through the proposed project including: geographic/demographic information and relevant information regarding the service area that is pertinent to the project. *SCORING GUIDANCE: An ideal response indicates that the respondent understands the community to be served including any population trends, the overall mental health landscape, relevant partner dynamics, risk/protective factors, etc.*	5%		
	Subtotal	**25%**		
FORMS F-J	**Project Design (50%)**			
FORM F | A	Described the goals and expected outcomes of the proposed project. *SCORING GUIDANCE: An ideal response would demonstrate that the proposed goals and outcomes would likely meet the community need described on Form E. The outcomes that are proposed are in alignment with the stated goals. The goals and outcomes proposed seem attainable, relevant, and measurable.*	4%		
FORM F | B & C	Applicant described: (1) Proposed treatment, prevention, early intervention, and/or recovery services; (2) Proposed transition and support services; and (3) if any, activities related to optional strategies. Described how Proposed Project services and activities are: (1) based on evidence and/or available research, and cite resources; and (2) are implemented to fidelity to evidence and/or available research. *SCORING GUIDANCE: An ideal response includes a clear description of each service/activity that will be provided through this project. The proposed work is reflective of the preferred strategies outlined in the RFA. The work proposed fits with the Community Mental Health Grant goal of supporting a comprehensive mental health system that promotes wellness and/or recovery. The proposed work is aligned with the project goals and outcomes, and would likely meet the community-identified need. The response proposes supports that would likely make it easier for individuals to access, transition between, or remain engaged in services.* *An ideal response indicates the use of strategies that are well-supported by cited research or evidence. There is a plan to ensure adherence to fidelity to any evidence-based model or research which may include: completion of required trainings/certifications, fidelity checklists, implementation oversight practices, relationship/technical assistance from a program developer, Quality Assurance reviews, the use of program implementation manuals, etc.*	4%		
FORM F | D	Described how services and activities are integrated with other services including substance use disorder, intellectual and/or development disability, and physical health services. *SCORING GUIDANCE: An ideal response indicates a realistic plan to integrate the services provided with other needed services and clearly identifies an infrastructure that demonstrates integrated approach. The proposed plan is likely to be effective in assuring all client needs across physical and behavioral health domains are addressed which may include things like: how needs will be assessed across domains, existing partnerships that can help meet client needs, and how referrals will be made to entities addressing areas not addressed directly by the respondent.*	5%		
FORM F | E & G	Described how community partners will be involved in the provision of Project services, supports, and activities. Described how the Project uses a collaborative approach within the community to maximize existing resources and avoid duplication of effort. *SCORING GUIDANCE: An ideal response demonstrates that the respondent recognizes the importance of community partnerships and provides specific examples of partners that will be engaged to successfully execute the project. There is an array of partners/sectors represented, and the partners proposed are relevant to the work being proposed. There is no significant omission of a partner that should reasonably be included.* *An ideal response demonstrates how the respondent is connected to other entities that are doing complementary work and how the community partners will ensure non-duplication of effort (ex. coordinated case management, clear eligibility guidelines, releases, care coordination, etc.). The response provides a reasonable explanation of how the community works to maximize existing resources and/or leverage resources including building on existing partnerships and how partnerships intersect within a service delivery structure. The strategies described would likely maximize resources and avoid duplication.*	10%		
FORM F | F	Described strategies to serve individuals in remote or underserved areas within the Project service area. *SCORING GUIDANCE: Response references Form E, Question D in describing a hard-to-reach area and/or population. An ideal response includes a strategic approach to reach individuals in remote or underserved areas. The proposed approach would likely increase access to services for those in hard-to-reach areas.*	4%		
FORM G | A	Demonstrated that Project services and activities are: (1) Trauma-informed; (2) Planned in partnership with the individual and based on the individual's unique strengths and needs; (3) Provided in an environment that is most appropriate based on an individual's preference; (4) and Culturally and linguistically sensitive and reflective of the cultural, racial, ethnic, and linguistic differences of the communities and individuals being served. *SCORING GUIDANCE: An ideal response provides specific strategies that are utilized to address all four areas of interest such as: specialized trainings, policies, case planning practices in partnership with individual, bicultural hiring, translation, etc. The strategies provided would likely result in services that are trauma-informed, planned in partnership, provided in a flexible environment, and culturally/linguistically sensitive.*	2%		

FORM H | A & B	Using the table in the application, Respondent provided a timeline including milestones and anticipated completion data associated with planning and implementing the Proposed Project. Included key activities related to achieving Project goals. Described how the Respondent will ensure milestones and key activities are accomplished timely. *SCORING GUIDANCE: An ideal response includes key milestones that are relevant to the proposed project and (if implemented) would lead to successful completion. The proposed milestones and timeframes are realistic and would likely be accomplished as proposed (or with slight revisions). The milestones indicate the respondent has an understanding of the necessary steps to complete the tasks and does not have any key omissions. Key activities relate to meeting deliverables and can measure progress toward project goals.* *An ideal response includes a detailed plan that would likely lead to the successful completion of key project milestones and activities. The plan is reasonable and could be successfully executed as proposed. There are staff positions and/or other types of resources dedicated to overseeing the project.*	4%		
FORM I | A, B, C, & D	Using the table in the Application, Respondent provided the estimated number of unduplicated individuals to be served on an annual and monthly basis. Described how the unduplicated annual number and monthly number of individuals to be served was determined. As described in Form F: Project Design and using the table in the application, provided a table with the service or activity and the estimated number of encounters for that service. Using the table in the application, and as applicable, indicated at least one area in which the Applicant plans to demonstrate Project effectiveness. *SCORING GUIDANCE: An ideal response is one where the proposed number of unduplicated individuals to be served seems feasible given project design and staffing. The unduplicated number to be served seems to align with industry standards based upon funds being requested (e.g. reasonable cost per person).* *The method used to estimate the annual number to be served seems valid and makes sense. It is likely to yield an accurate number of individuals to be served.* *An ideal response would include each of the services or activities that were proposed. the number of encounters provided for each service seems reasonable, and could be met while adhering to quality standards and/or adherence to research/fidelity.* *An ideal response includes at least one of the four measurement areas that will be impacted by the project and the area selected relates to the goals/strategies proposed by the project. There is alignment between the area selected and the outcomes that the project seeks to achieve.*	4%		
FORM I | E	Described how the Applicant will monitor Project implementation progress and provide oversight to the Project, including but not limited to: (1) Meeting goals and expected outcomes of the Project; (2) Quality and effectiveness of services provided and activities conducted; and; (3) Satisfaction of individuals receiving services and participating in activities. *SCORING GUIDANCE: An ideal response includes a thorough project management plan that is likely to result in successful implementation of the plan. The proposed plan seems feasible to implement and relates to the overall infrastructure/staffing structure of the organization. The response includes ongoing continuous quality improvement activities including how data will be monitored and utilized to assure high-quality services an/and/or make changes to program as needed.*	3%		
FORM I | F	If the Proposed Project is a current or former CMHG project or if the Project has been previously implemented by the Applicant organization, describe: (1) Measures currently or formerly used to measure effectiveness; and (2) The outcomes of the previous implementation. *SCORING GUIDANCE: An ideal response demonstrates the respondent had processes in place to measure prior implementation AND that the implementation resulted in positive outcomes. The methods used to determine prior effectiveness seem reasonable and valid. It is likely that a continuation of the funding would continue to produce positive results based upon prior findings.*	4%		
FORM J | A & B	Describe any anticipated negative consequences related to individuals transitioning out of services as a result of HHSC grant funding expiring at the end of the grant contract. Described what approaches will be taken to mitigate identified anticipated negative consequences of individuals transitioning out of services. *SCORING GUIDANCE: An ideal response indicates that the respondent understands the funds are time-limited, has thought about the implications that may result when the contract exp ires, and considered sustainability options. T here are no obvious negative consequences that are omitted.* *An ideal response indicates that the respondent developed a reasonable plan to mitigate the effect of funding expiring. This could include things such as: client transition planning, identifying other services to transition into, or building informal networks of support that are no-cost/low-cost strategies. The plan includes strategies that would likely be successful in minimizing negative consequences.*	6%		
	Subtotal	50%		
FORM K	**Applicant Ability to Execute (15%)**			
A	Described the Applicant's experience in: (1) Successfully implementing projects similar in scope and complexity to the Proposed Project; (2) Successfully implementing projects serving persons with mental illness; and (3) Successfully implementing projects in coordination with community partners. *SCORING GUIDANCE: An ideal response indicates that the applicant has relevant experience in managing high-cost, complex contracts as evidenced by executing prior projects that are similar in size/scope. The response additionally indicates a history of successfully serving individuals with mental illness as demonstrated by years of experience, organizational alignment, prior experience/outcomes working with this population. The response clearly outlines a history of coordinating with community partners as evidenced by specific partnerships referenced. The experience that is provided supports the likelihood that respondent would be a successful grantee.*	3%		
B & C	Described the Applicant's previous experience with grants and contracts related to: (1) State and/or federal grants; (2) Cost reimbursement funded grants; and (3) Matching grants. Using the table in the application, provided descriptions of grant projects administered by the Applicant within the past five (5) years that demonstrate the ability to perform the Scope of Work as described in this RFA. *SCORING GUIDANCE: An ideal response indicates that the organization has prior experience administering state or federal grants that would likely lead to success. The response additionally details that the respondent has a history of implementing cost-reimbursement contracts and matching grants. The experience provided supports that the respondent will likely be successful in meeting contract requirements related to cost-reimbursement financing, administrative reporting and match.* *An ideal response demonstrates that the respondent has administered grants that are similar in size and scope in the past. The experience provided would likely result in the respondent being a successful grantee.*	4%		

D & E	Described the Applicant's experience in collecting, analyzing, and reporting performance and outcome data. Described the Applicant's experience in managing and reporting expenditures and match, and if applicable, in coordination with community partners. *SCORING GUIDANCE: An ideal response includes a details of that would indicate the ability to successfully collect, analyze and report performance data such as: designated staff for data/evaluation, resources for data, training related to data, CQI infrastructure, examples of how prior data has been collected and analyzed, etc.* *An ideal response indicates the respondent has relevant experience in complex expenditure and match reporting, including things like: years of experience with success, infrastructure that would lead to success, staff and other resources dedicated to financial management, partnerships with investors who contribute match, etc.*	7%		
F	Using the table in the application, identified proposed key personnel and submitted brief bios and current job descriptions to demonstrate experience germane to proposed project roles. *SCORING GUIDANCE: An ideal response proposed a staffing plan that would likely result in successful implementation of the project. The biographies and/or job descriptions that are provided include the skills or experiences that would be needed to successfully implement the project.*	1%		
	Subtotal	**15%**		
FORM M	**Project Costs (10%)**			
Budget	Developed a budget that identifies all costs to be requested from HHSC and costs to be matched. *SCORING GUIDANCE: An ideal response would include sufficient detail and information to demonstrate the proposed budget matches the proposed strategies (i.e. the right amount of staff and or appropriate cost is assigned to various project components), that there are no substantial missing costs in relation to what is proposed, and that the state would receive value from funding this proposal. The proposed costs are justified and will likely result in the successful performance of the project.*	10%		
	Subtotal	**10%**		
	TOTAL (%)	**100%**		